The Federal Hiring Process Using USAJOBS & Application Manager

USAJOBS & APPLICATION MANAGER OVERVIEW

- Per the Office of Personnel Management (OPM) and Hiring Reform guidelines, individuals must use USAJOBS & Application Manager to apply for Maine Army and Air National Guard Technician positions.

- You can create a standard application that can be used to apply for all open technician positions offered by the Federal Government.

- You can still check application status by calling a Human Resources Specialist at HRO.

Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- **Apply for jobs or save them to review later.**

Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- **Apply to Federal Agencies.**

Be Informed

- **Learn how to use USAJOBS by accessing their tutorials.**
- Learn about the federal hiring process.
- Get email updates on job fields you are interested in.

USAJOBS Main Page

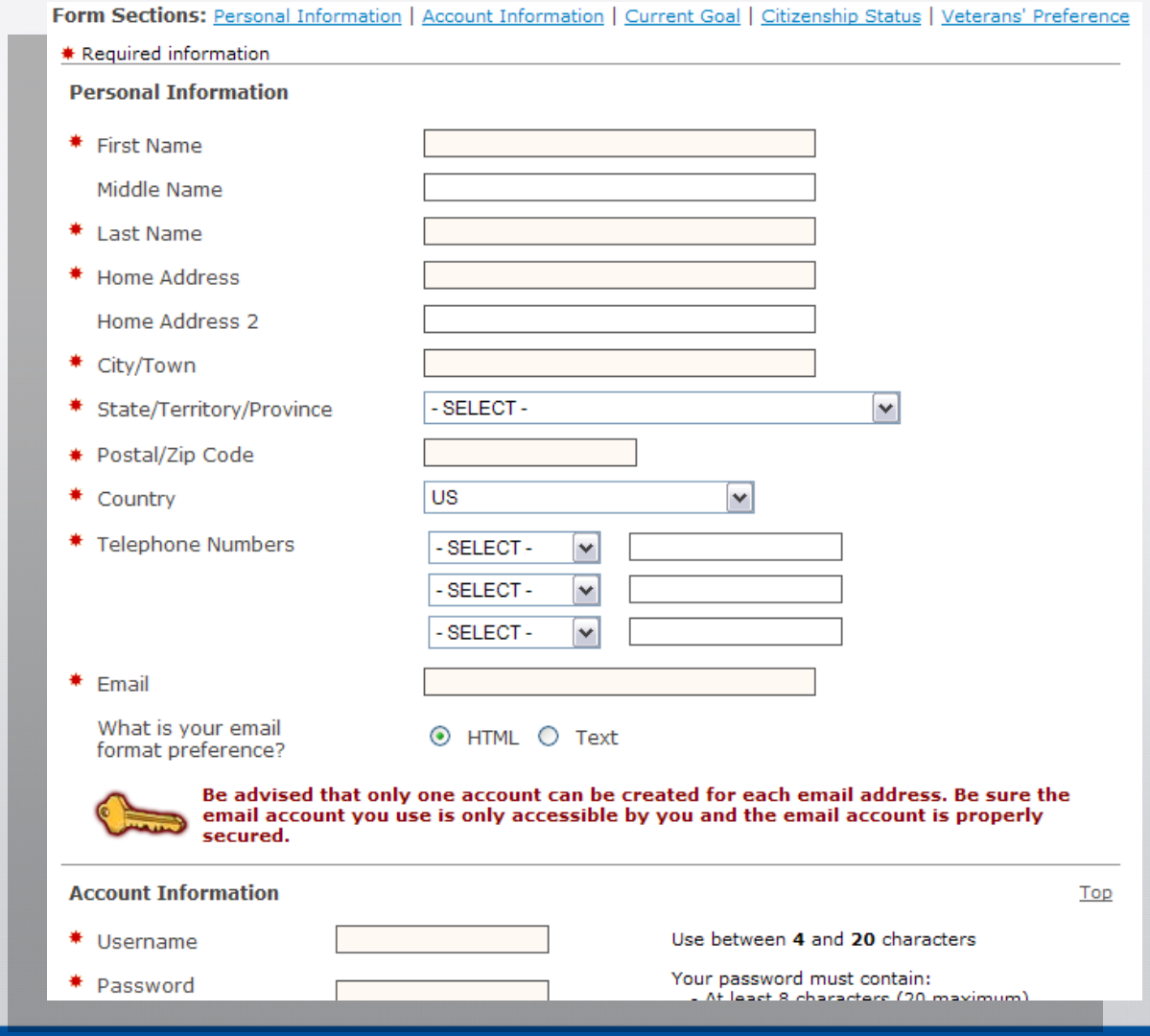
To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.

Search Jobs
My Account
Info Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS®
"WORKING FOR AMERICA"
What: (keywords)
Where: (city, state or zip code)
Browse Jobs >
Advanced/International Search >
Search Jobs
First Time Visitors
Why Work for America?
Special Hiring Events
Individuals with Disabilities | Veterans | Students | Senior Executives
Site Map
Contact Us
Help/FAQs
Employers
Privacy Act and Public Burden Information
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

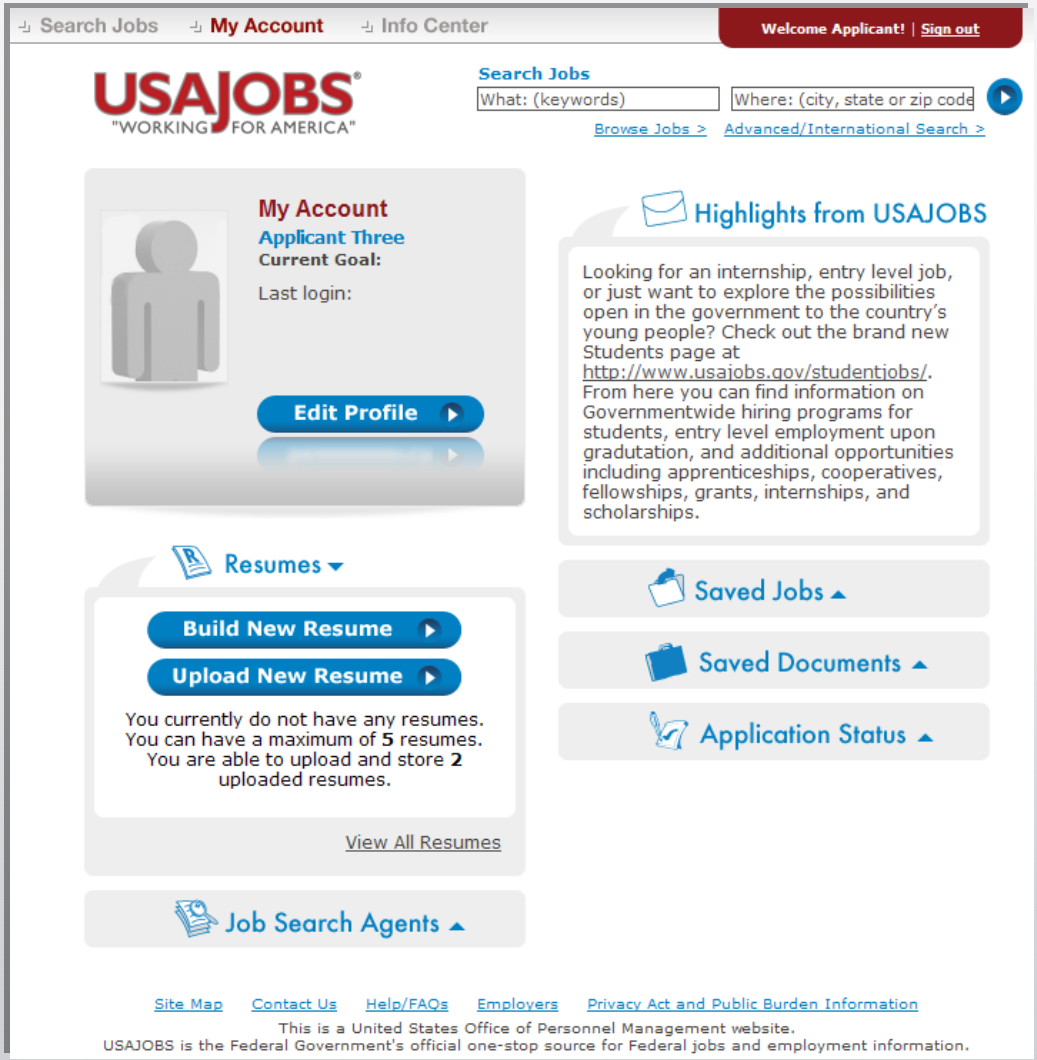
Create an Account

-To create an account you must enter some basic Personal Information into the Form Sections. It is very important to ensure that all information you enter is accurate.

-Incorrect information can affect your consideration for the positions you apply for.


Form Sections: Personal Information | Account Information | Current Goal | Citizenship Status | Veterans' Preference
* Required information
Personal Information
* First Name
Middle Name
* Last Name
* Home Address
Home Address 2
* City/Town
* State/Territory/Province
- SELECT -
* Postal/Zip Code
* Country
US
* Telephone Numbers
- SELECT -
- SELECT -
- SELECT -
* Email
What is your email format preference?
HTML
Text
Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.
Account Information
Top
* Username
Use between 4 and 20 characters
* Password
Your password must contain:

USAJOBS – My Account Area


Search Jobs
My Account
Info Center
Welcome Applicant! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Search Jobs
What: (keywords)
Where: (city, state or zip code
Browse Jobs >
Advanced/International Search >
My Account
Applicant Three
Current Goal:
Last login:
Edit Profile
Highlights from USAJOBS
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at http://www.usajobs.gov/studentjobs/. From here you can find information on Governmentwide hiring programs for students, entry level employment upon gradutation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.
Resumes
Build New Resume
Upload New Resume
You currently do not have any resumes.
You can have a maximum of 5 resumes.
You are able to upload and store 2 uploaded resumes.
View All Resumes
Saved Jobs
Saved Documents
Application Status
Job Search Agents
Site Map
Contact Us
Help/FAQs
Employers
Privacy Act and Public Burden Information
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

-Once you've filled out the basic profile information and created an account, you can Build a New Resume **or** Upload a Resume by selecting one of the options in the Resumes area.

-In your USAJOBS account you can:

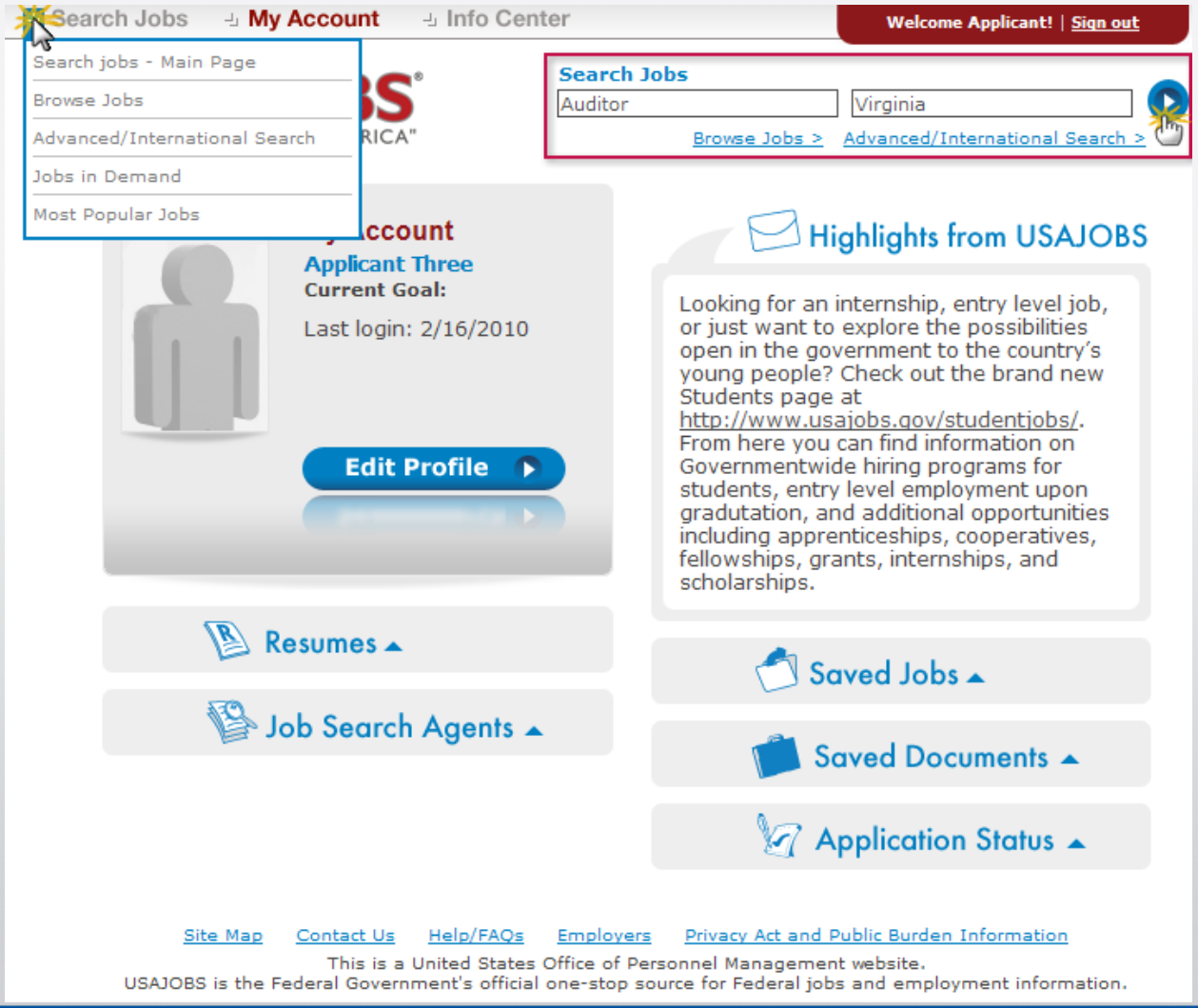
- Build or upload a Resume.
- Upload and save Documents required to support your application.
- Review any Saved Jobs.

Search Jobs

-Once you've created an account, built or uploaded a resume, and uploaded any supporting documents, you can begin the job search. Use the search button to find specific positions or see what is available in a certain area.

-Another good way to view all of the Maine Army and Air National Guard Technician positions is to visit: http://www.me.ngb.army.mil/dhr/ANNOUNCEMENTS/DEFAULT.htm.

All of the vacancies are linked directly to USA Jobs so that you may apply online.


Search Jobs
My Account
Info Center
Welcome Applicant! | Sign out
Search jobs - Main Page
Browse Jobs
Advanced/International Search
Jobs in Demand
Most Popular Jobs
Search Jobs
Auditor
Virginia
Browse Jobs >
Advanced/International Search >
Applicant Three
Current Goal:
Last login: 2/16/2010
Edit Profile
Highlights from USAJOBS
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at http://www.usajobs.gov/studentjobs/. From here you can find information on Governmentwide hiring programs for students, entry level employment upon gradutation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.
Resumes
Job Search Agents
Saved Jobs
Saved Documents
Application Status
Site Map
Contact Us
Help/FAQs
Employers
Privacy Act and Public Burden Information
This is a United States Office of Personnel Management website.
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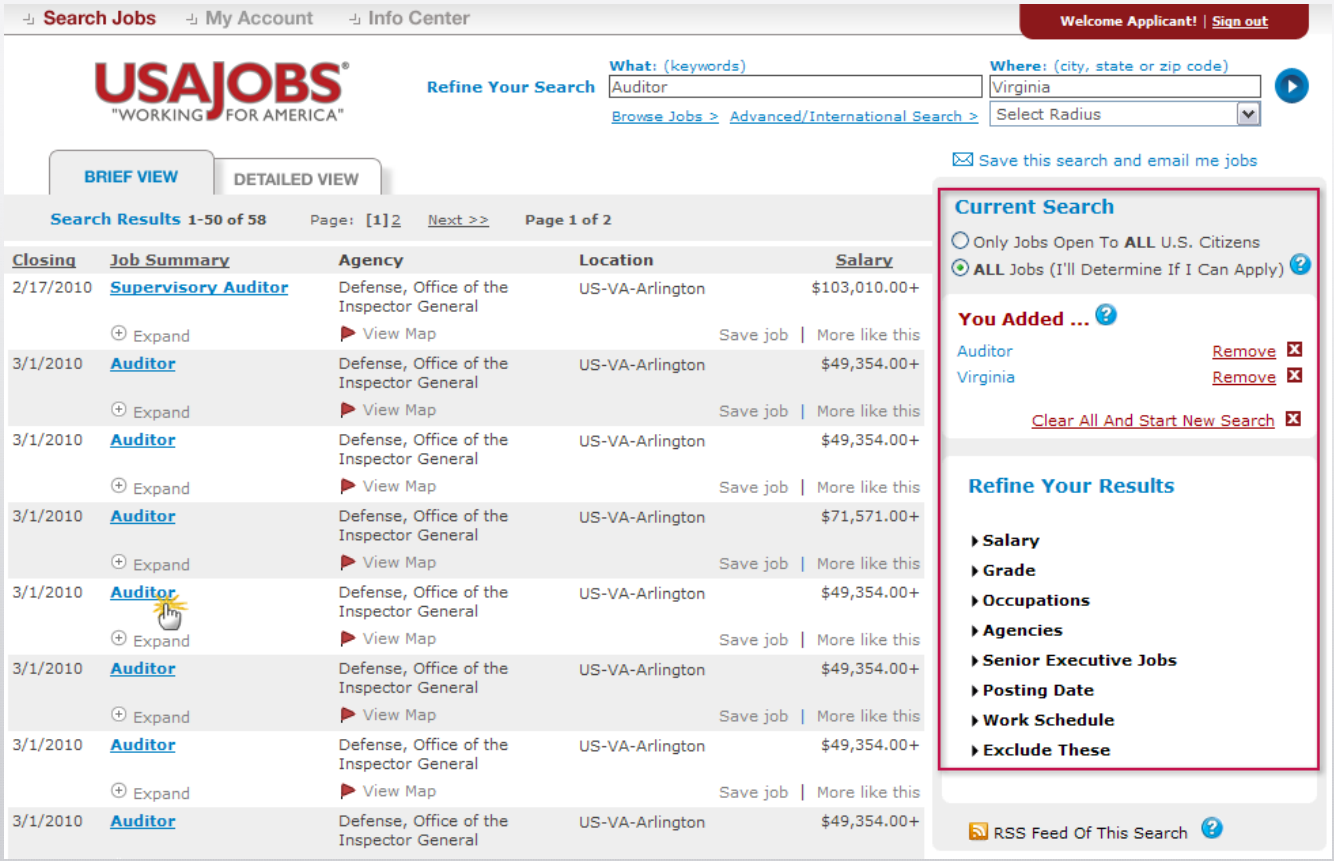
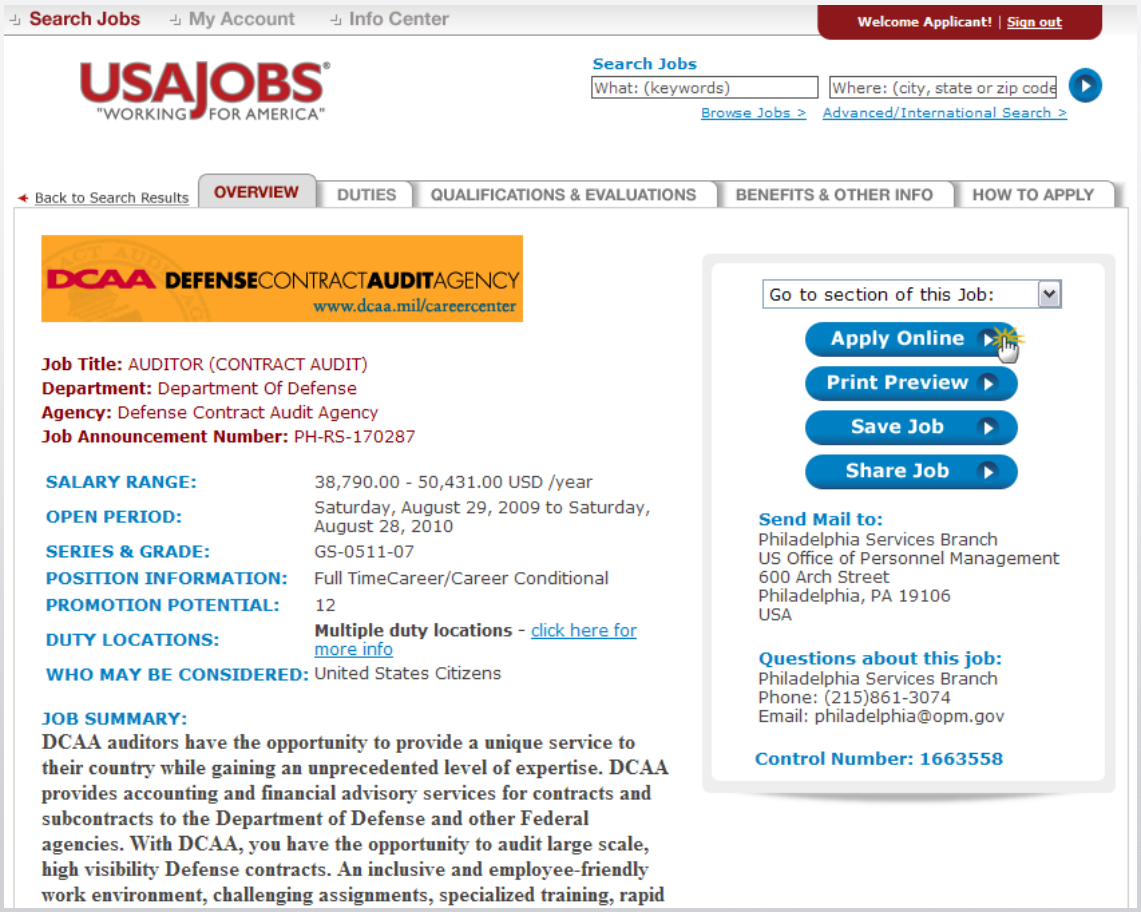
Job Search Results

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search. To open the job announcement, click on the blue link of the job title.

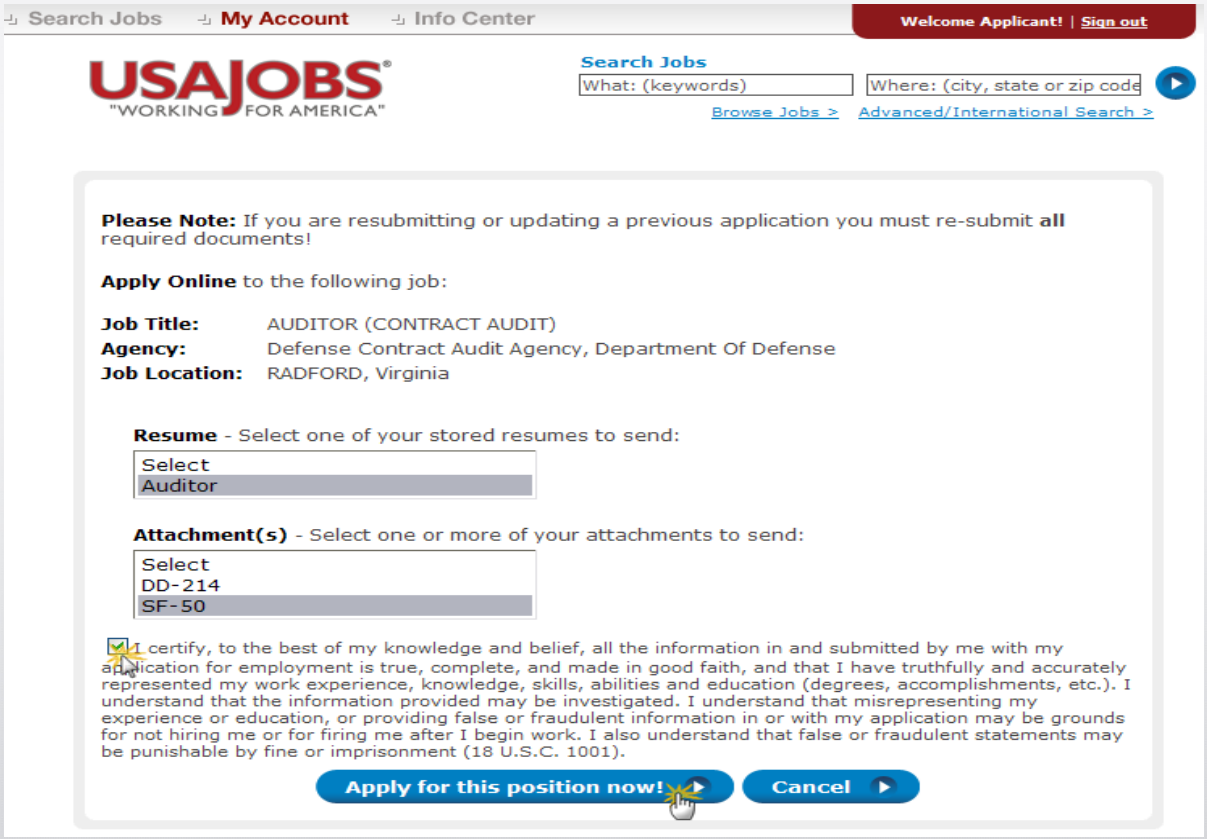


Job Announcement – Apply Online

Once you've located a job you are interested in, reviewed the job announcement and the How to Apply instructions, click the Apply Online button.


Search Jobs
My Account
Info Center
Welcome Applicant! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Search Jobs
What: (keywords)
Where: (city, state or zip code
Browse Jobs >
Advanced/International Search >
Back to Search Results
OVERVIEW
DUTIES
QUALIFICATIONS & EVALUATIONS
BENEFITS & OTHER INFO
HOW TO APPLY
DCAA DEFENSECONTRACTAUDITAGENCY
www.dcaa.mil/careercenter
Job Title: AUDITOR (CONTRACT AUDIT)
Department: Department Of Defense
Agency: Defense Contract Audit Agency
Job Announcement Number: PH-RS-170287
SALARY RANGE: 38,790.00 - 50,431.00 USD /year
OPEN PERIOD: Saturday, August 29, 2009 to Saturday, August 28, 2010
SERIES & GRADE: GS-0511-07
POSITION INFORMATION: Full TimeCareer/Career Conditional
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: Multiple duty locations - click here for more info
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY:
DCAA auditors have the opportunity to provide a unique service to their country while gaining an unprecedented level of expertise. DCAA provides accounting and financial advisory services for contracts and subcontracts to the Department of Defense and other Federal agencies. With DCAA, you have the opportunity to audit large scale, high visibility Defense contracts. An inclusive and employee-friendly work environment, challenging assignments, specialized training, rapid
Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job
Send Mail to:
Philadelphia Services Branch
US Office of Personnel Management
600 Arch Street
Philadelphia, PA 19106
USA
Questions about this job:
Philadelphia Services Branch
Phone: (215)861-3074
Email: philadelphia@opm.gov
Control Number: 1663558

Select Resume and Attachment(s)

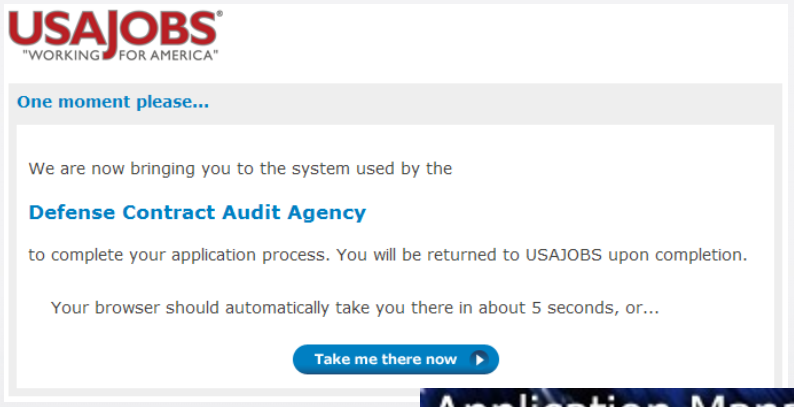

Search Jobs
My Account
Info Center
Welcome Applicant! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Search Jobs
What: (keywords)
Where: (city, state or zip code
Browse Jobs >
Advanced/International Search >
Please Note: If you are resubmitting or updating a previous application you must re-submit all required documents!
Apply Online to the following job:
Job Title: AUDITOR (CONTRACT AUDIT)
Agency: Defense Contract Audit Agency, Department Of Defense
Job Location: RADFORD, Virginia
Resume - Select one of your stored resumes to send:
Select
Auditor
Attachment(s) - Select one or more of your attachments to send:
Select
DD-214
SF-50
I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).
Apply for this position now!
Cancel

-Placing a checkmark in the box takes the place of signatures needed on documents by certifying all the information you are submitting is true and correct to the best of your knowledge.

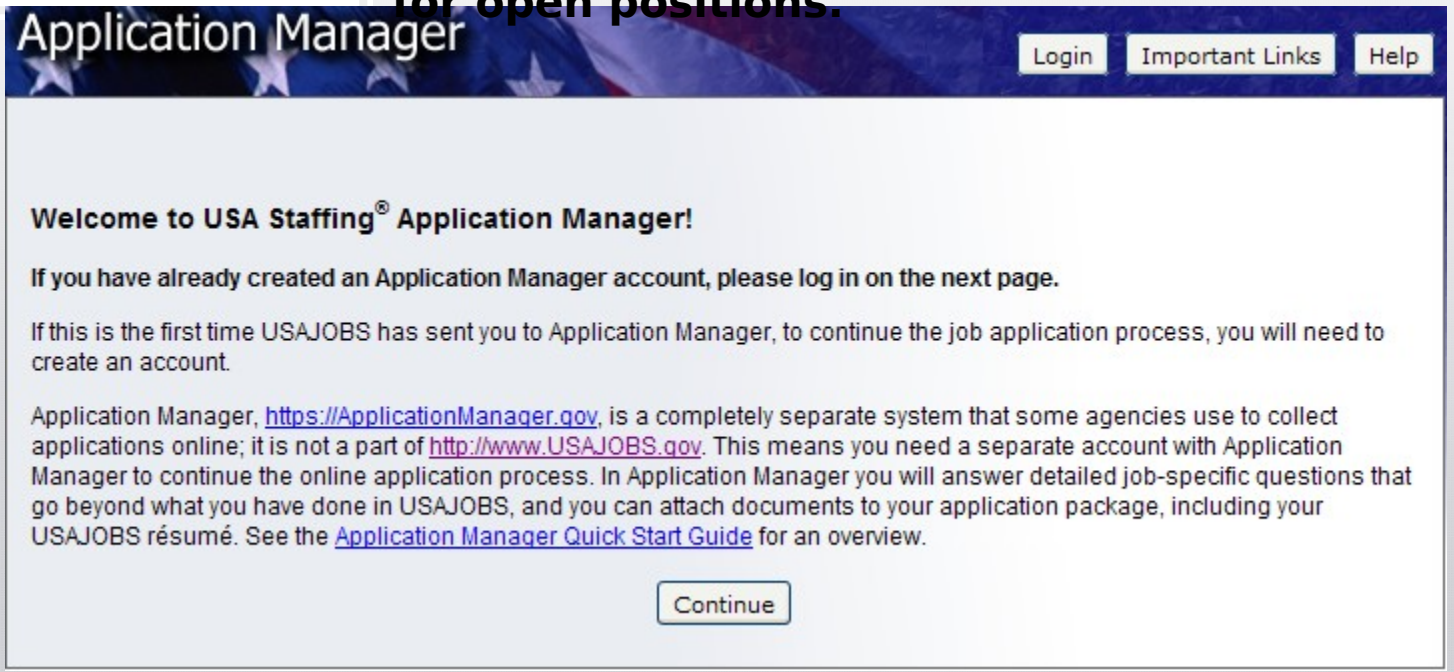
-After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

-Please Note: If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents. Take time to make sure your resume contains up-to-date information. **Hold down the "Ctrl" key to select multiple documents. <u>If required documents are missing, your application WILL</u>**

Transition to USA Staffing® - Application Manager


USAJOBS
"WORKING FOR AMERICA"
One moment please...
We are now bringing you to the system used by the
Defense Contract Audit Agency
to complete your application process. You will be returned to USAJOBS upon completion.
Your browser should automatically take you there in about 5 seconds, or...
Take me there now

-Once you click the "Apply For This Position Now" button, the system will take you to Application Manager. Application Manager is a separate Federal system from USAJOBS. It is used by Federal agencies to collect online applications and assessment information for open positions.


Application Manager
Login
Important Links
Help
Welcome to USA Staffing® Application Manager!
If you have already created an Application Manager account, please log in on the next page.
If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.
Application Manager, https://ApplicationManager.gov, is a completely separate system that some agencies use to collect applications online; it is not a part of http://www.USAJOBS.gov. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the Application Manager Quick Start Guide for an overview.
Continue

Application Manager

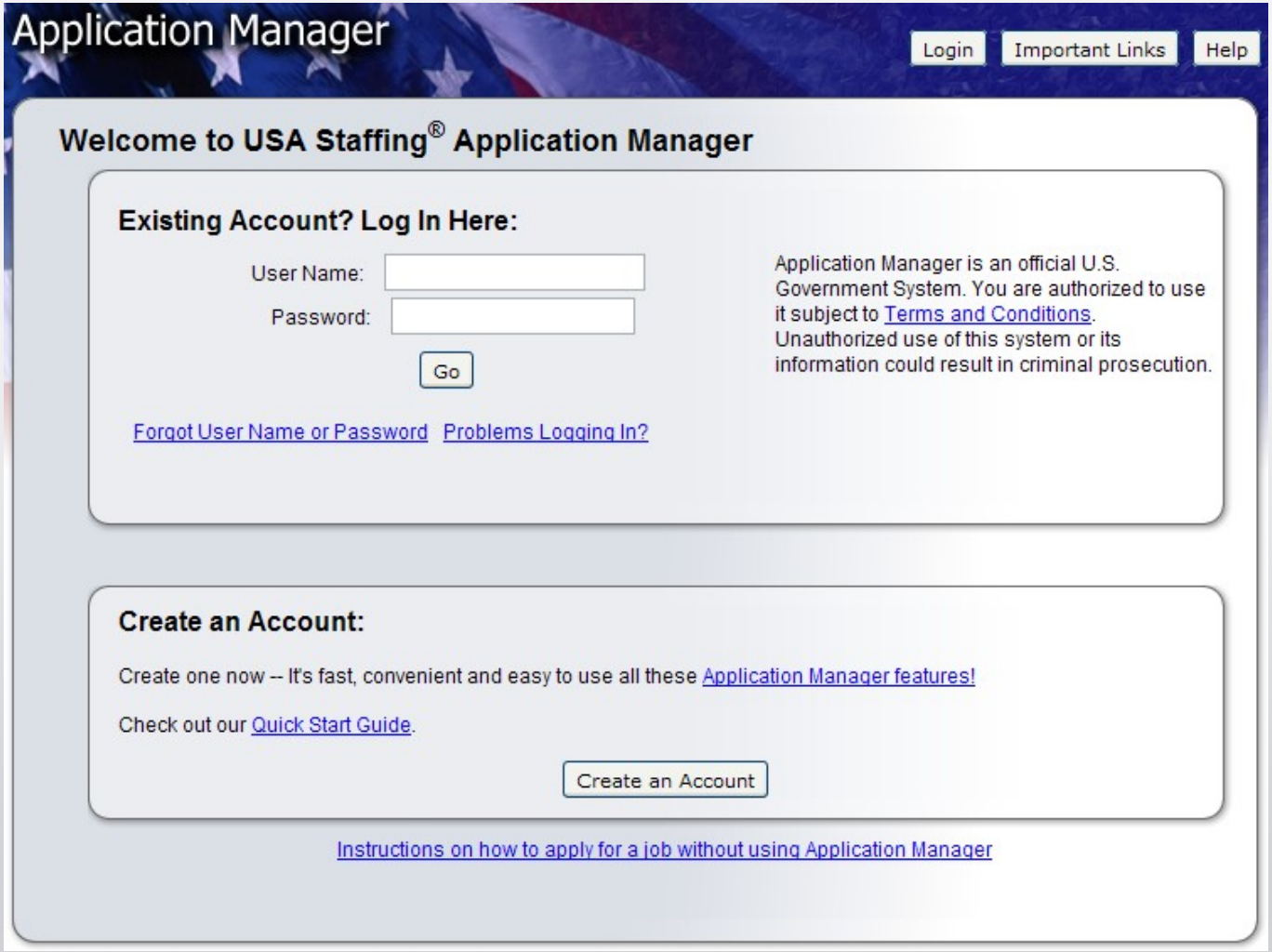
With Application Manager you can:

- **Work on, submit, and track your application packages.**
- **Check the status of each application package (e.g., not submitted, Waiting on Human Resources Specialist Action, etc.)**
- **View and print your Assessment Questionnaire responses and any of the documents submitted with an application.**
- **Review any correspondence sent to you by the USA Jobs system.**
- **Review and update your personal information at any time (You may also do this on your USA Jobs account page).**

Application Manager

-If it is your first time using Application Manager, you will need to create an account.

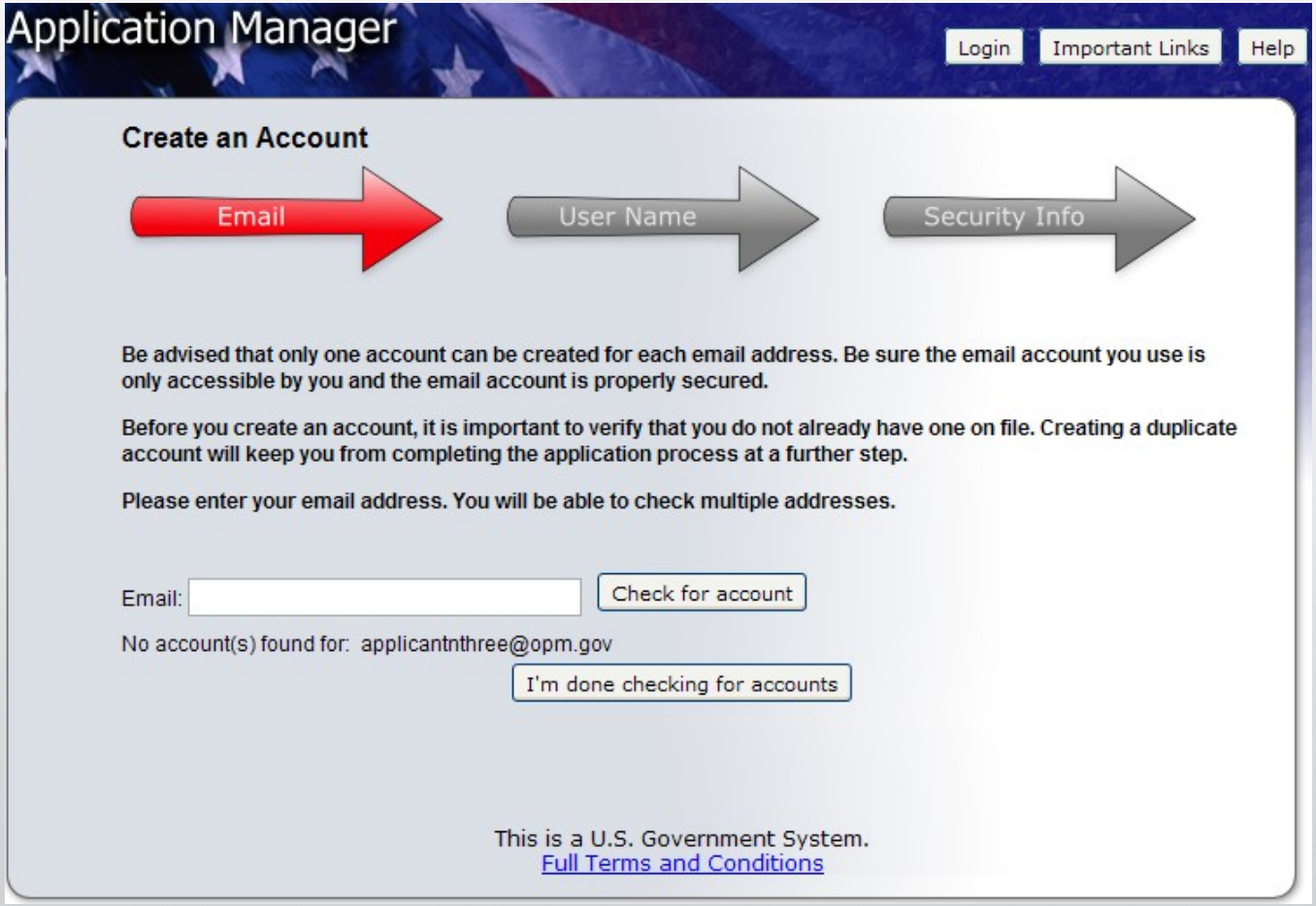
-After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.


Application Manager
Login
Important Links
Help
Welcome to USA Staffing® Application Manager
Existing Account? Log In Here:
User Name:
Password:
Go
Forgot User Name or Password
Problems Logging In?
Application Manager is an official U.S. Government System. You are authorized to use it subject to Terms and Conditions. Unauthorized use of this system or its information could result in criminal prosecution.
Create an Account:
Create one now -- It's fast, convenient and easy to use all these Application Manager features!
Check out our Quick Start Guide.
Create an Account
Instructions on how to apply for a job without using Application Manager

Create an Application Manager Account

-Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file.

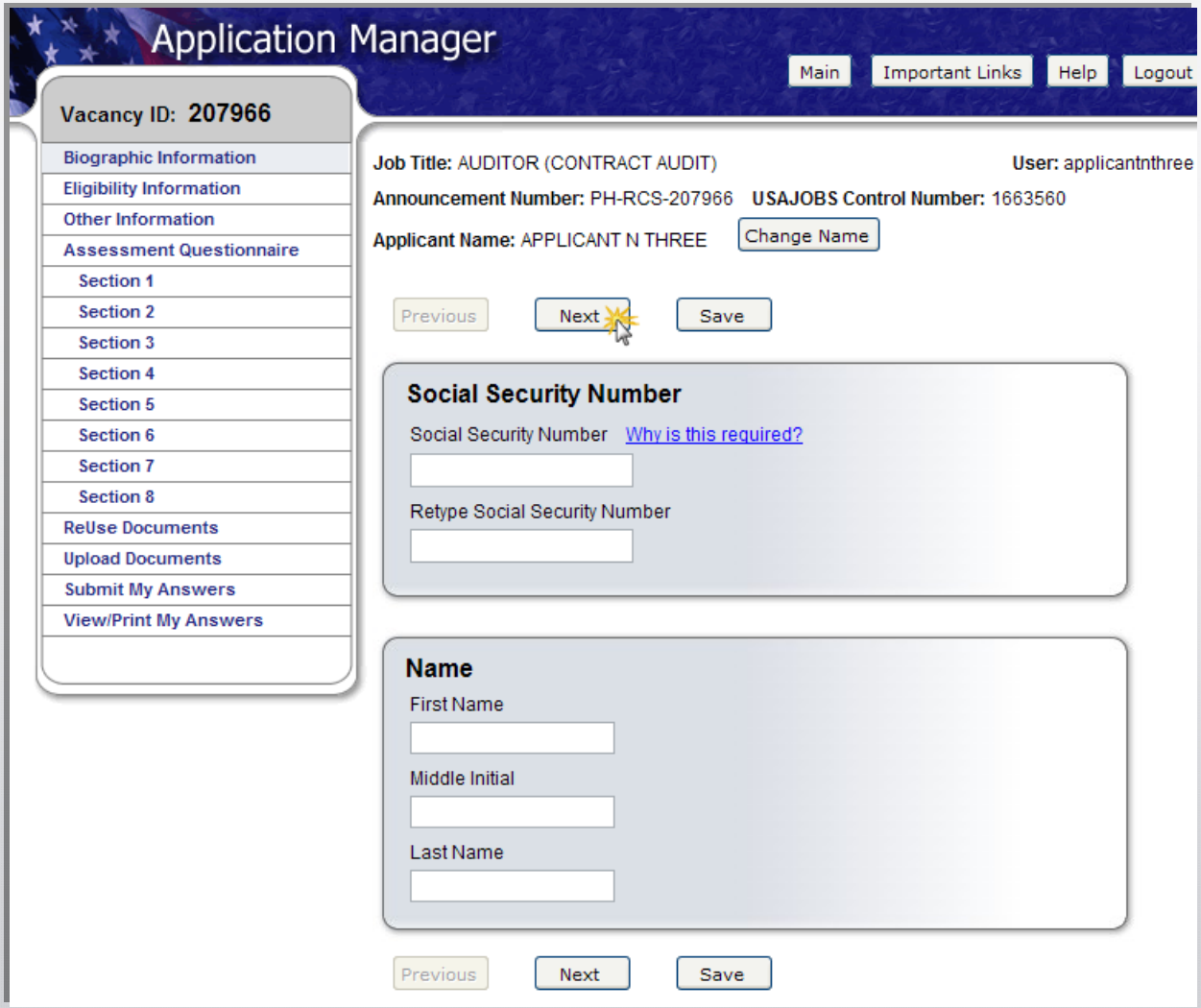
-Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for accounts to proceed.


Application Manager
Login
Important Links
Help
Create an Account
Email
User Name
Security Info
Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.
Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.
Please enter your email address. You will be able to check multiple addresses.
Email:
Check for account
No account(s) found for: applicantnthree@opm.gov
I'm done checking for accounts
This is a U.S. Government System.
Full Terms and Conditions

Application Manager

-The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

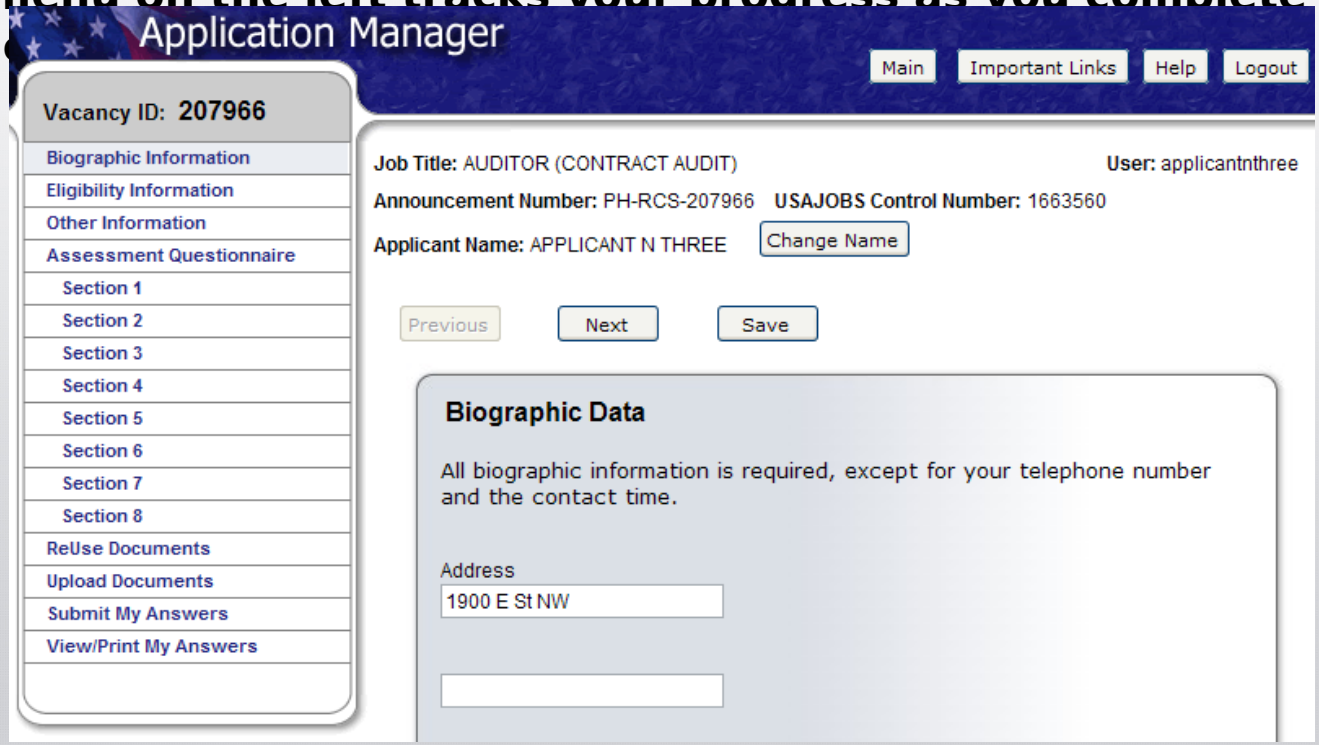
<u>-If you do not enter the correct SSN, it will not link the accounts, and will affect your consideration for all positions that</u>



Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more informational pages before you begin your Assessment Questionnaire.

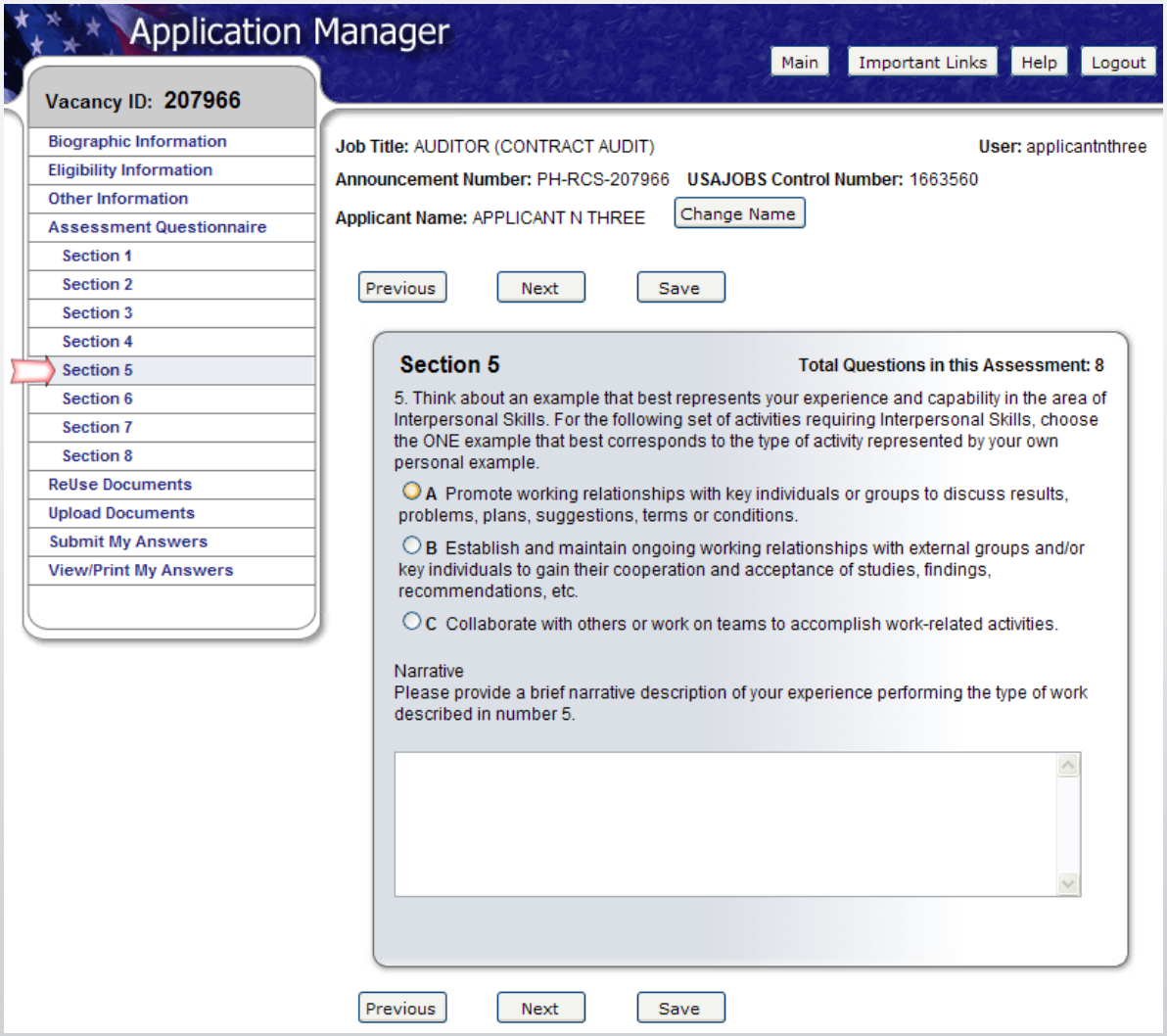
The menu on the left tracks your progress as you complete the appli



Assessment Questionnaire

-There will be a few questions that you will be required to answer that will be specific to the position you are applying for. You will have to answer the questionnaire each time you apply for a different position.

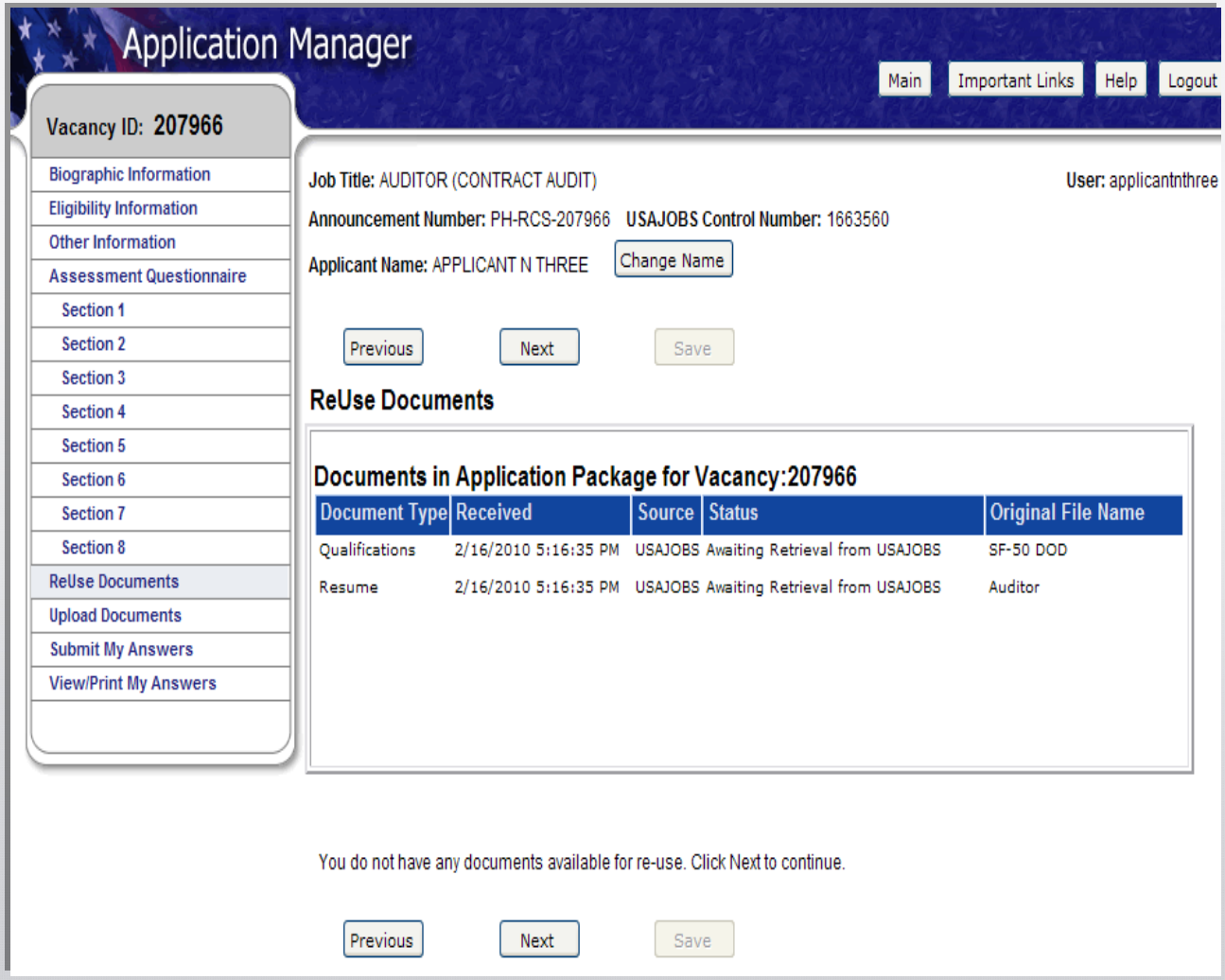
-<u>Your answers will not determine if your packet will go forward, and are reviewed by a Human Resources Specialist at HRO.</u>


Application Manager
Main
Important Links
Help
Logout
Vacancy ID: 207966
Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: AUDITOR (CONTRACT AUDIT)
User: applicantnthree
Announcement Number: PH-RCS-207966
USAJOBS Control Number: 1663560
Applicant Name: APPLICANT N THREE
Change Name
Previous
Next
Save
Section 5
Total Questions in this Assessment: 8
5. Think about an example that best represents your experience and capability in the area of Interpersonal Skills. For the following set of activities requiring Interpersonal Skills, choose the ONE example that best corresponds to the type of activity represented by your own personal example.
A Promote working relationships with key individuals or groups to discuss results, problems, plans, suggestions, terms or conditions.
B Establish and maintain ongoing working relationships with external groups and/or key individuals to gain their cooperation and acceptance of studies, findings, recommendations, etc.
C Collaborate with others or work on teams to accomplish work-related activities.
Narrative
Please provide a brief narrative description of your experience performing the type of work described in number 5.
Previous
Next
Save

ReUse Documents

-The upper table displays the USAJOBS documents for this application. The status will be Awaiting Retrieval from USAJOBS. Once you submit your application, the system will retrieve the documents.

-Review this screen carefully, and compare it with the Required Documents section of the announcement. *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, AND LATE DOCUMENTS CANNOT BE*

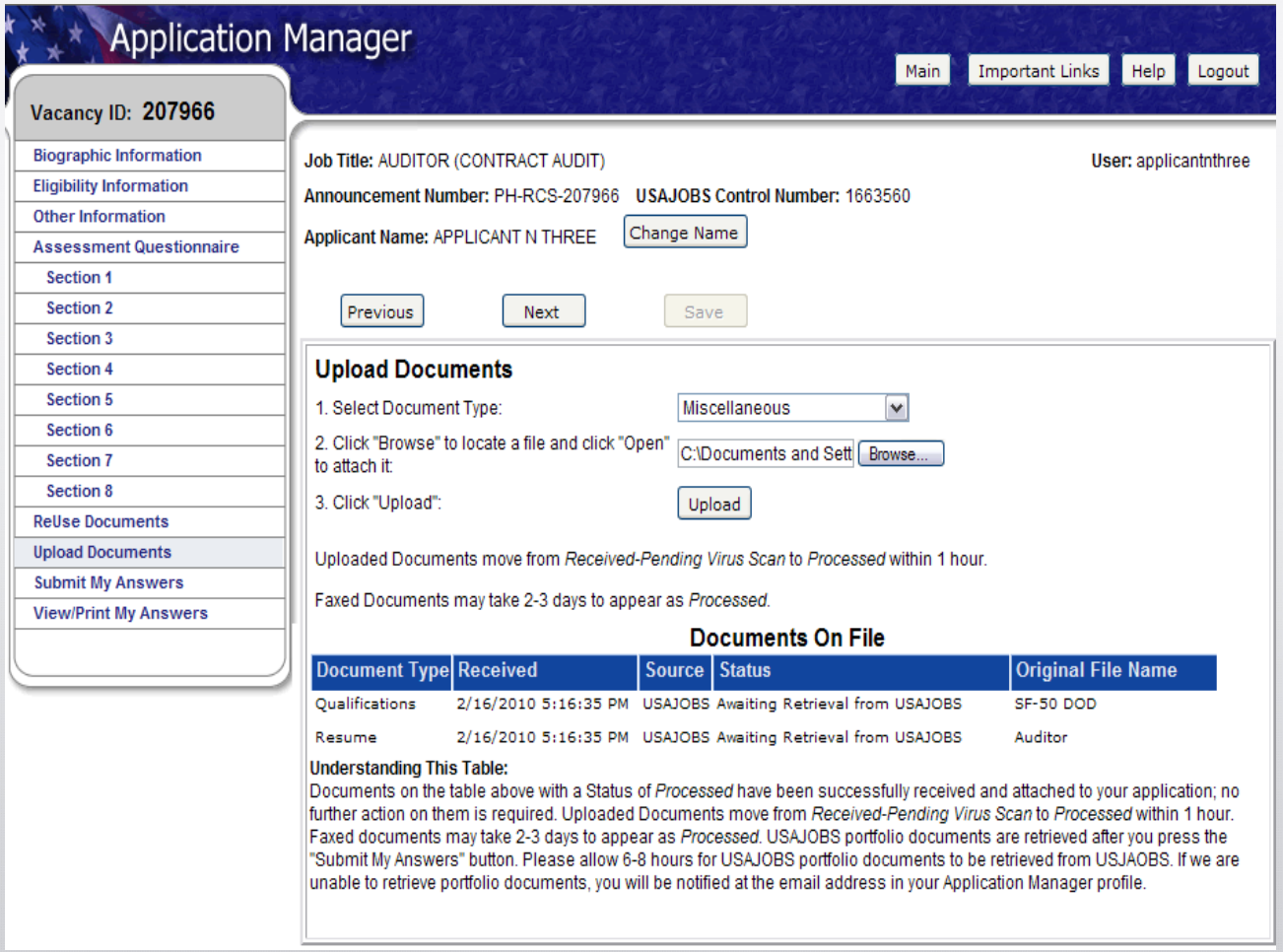


Upload Documents

-This section allows you to upload any additional documents that may not be uploaded to your USAJOBS profile.

-Like your USA Jobs profile page, you will select a document type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table in Application Manager.

-Ensure that you go back and upload any documents you may want to re-use in


Application Manager
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Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
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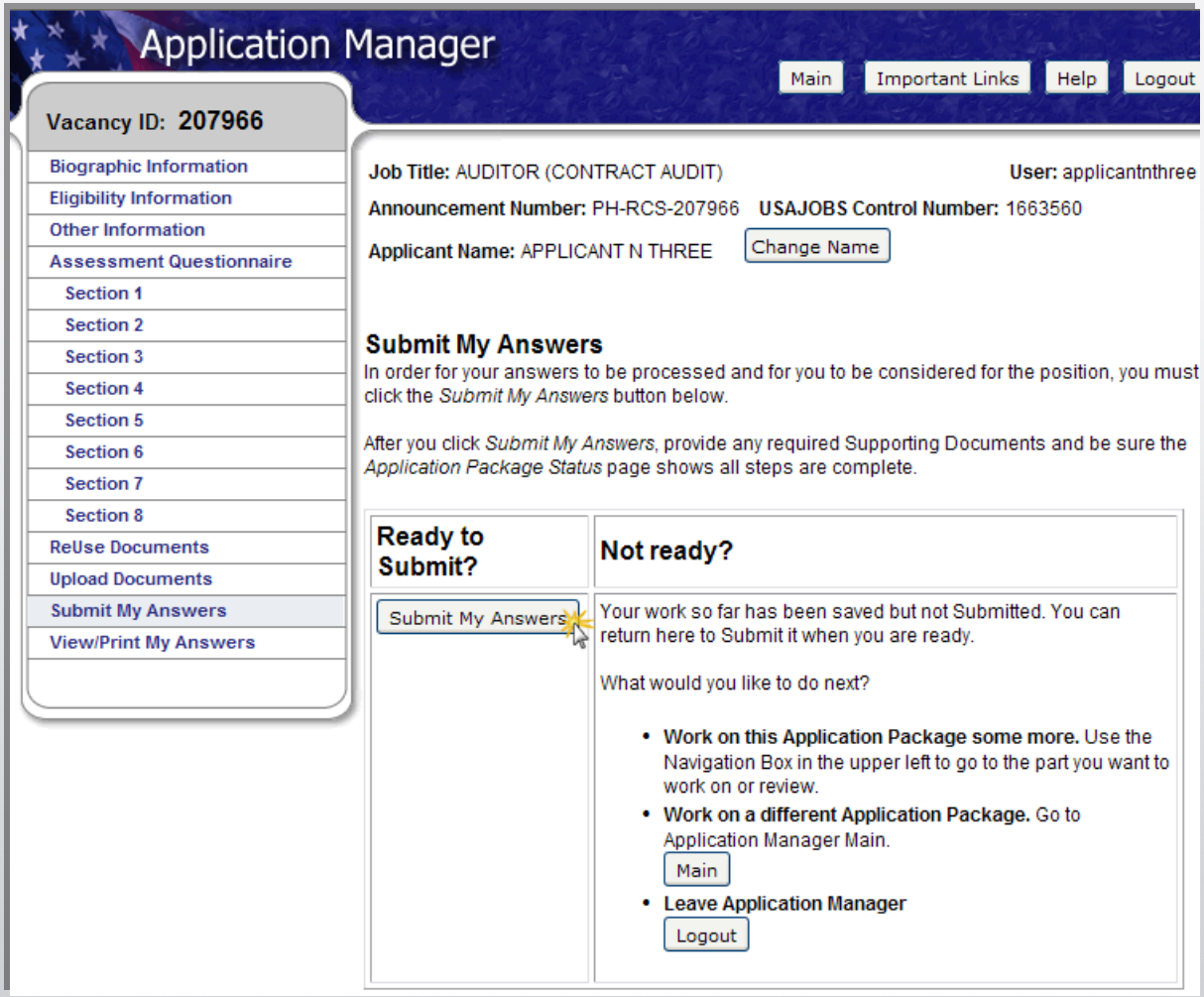
Submit My Answers
View/Print My Answers
Job Title: AUDITOR (CONTRACT AUDIT)
User: applicantnthree
Announcement Number: PH-RCS-207966
USAJOBS Control Number: 1663560
Applicant Name: APPLICANT N THREE
Change Name
Previous
Next
Save
Upload Documents
1. Select Document Type:
Miscellaneous
2. Click "Browse" to locate a file and click "Open" to attach it:
C:\Documents and Sett
Browse...
3. Click "Upload":
Upload
Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.
Faxed Documents may take 2-3 days to appear as Processed.
Documents On File
Document Type
Received
Source
Status
Original File Name
Qualifications
2/16/2010 5:16:35 PM
USAJOBS
Awaiting Retrieval from USAJOBS
SF-50 DOD
Resume
2/16/2010 5:16:35 PM
USAJOBS
Awaiting Retrieval from USAJOBS
Auditor
Understanding This Table:
Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJAOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Submit My Answers

-Once all required questions have been completed, you will be able to click the Submit My Answers button to submit your application.

-YOU MUST CLICK SUBMIT MY ANSWERS OR YOUR APPLICATION WILL NOT BE RECEIVED.

-If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your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Submit My Answers
View/Print My Answers
Job Title: AUDITOR (CONTRACT AUDIT)
User: applicantnthree
Announcement Number: PH-RCS-207966
USAJOBS Control Number: 1663560
Applicant Name: APPLICANT N THREE
Change Name
Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the Submit My Answers button below.
After you click Submit My Answers, provide any required Supporting Documents and be sure the Application Package Status page shows all steps are complete.
Ready to Submit?
Not ready?
Submit My Answers
Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.
What would you like to do next?
Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
Work on a different Application Package. Go to Application Manager Main.
Main
Leave Application Manager
Logout

Confirmation Message

-Once you click the Submit My Answers button, you will receive an on-line confirmation message.

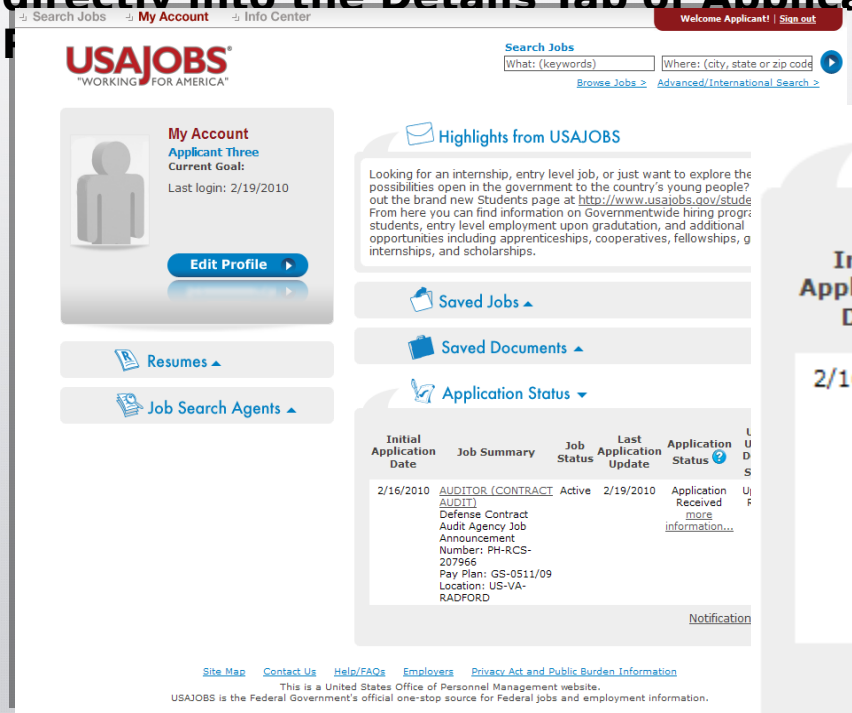
-This message will also be sent to the email that you provided when setting up your USA Jobs account.

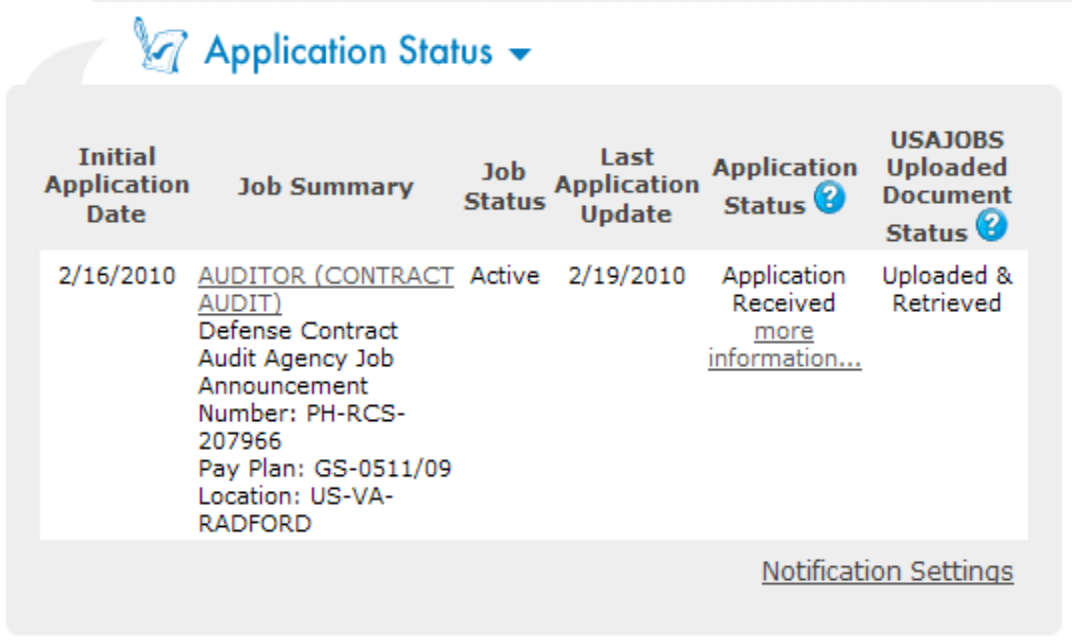
-You may log out or return to USAJOBS at this point.

Application Manager
Main
Important Links
Help
Logout
Vacancy ID: 207966
ReUse Documents
Upload Documents
View/Print My Answers
Confirmation of your Submission to USA Staffing® Application Manager
Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records.
Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully.
If you have questions concerning this position or the application process, please contact the person identified in the job announcement.
Submission Details
Job Title: AUDITOR (CONTRACT AUDIT)
Job Announcement Number: PH-RCS-207966
Vacancy Identification Number (VIN): 207966
USAJOBS Control Number: 1663560
Submission Date and Time: 2/17/2010 9:42:27 AM
Name: APPLICANT N THREE
Application Manager User Name: applicantnthree
After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.
https://ApplicationManager.gov

USAJOBS – Application Status

If you choose to return to the USA Jobs website, you can look under "Application Status" to see information for the position you applied for. You can also call the human resources office and speak to a Human Resources Specialist about your application. If you do call, be ready to provide your name and the Job Announcement number of the position you applied for. You can click the "more information" link under Application Status. This link takes you directly into the Details Tab of Application Manager for the selected Application


Search Jobs
My Account
Info Center
Welcome Applicant! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Search Jobs
What: (keywords)
Where: (city, state or zip code
Browse Jobs >
Advanced/International Search >
My Account
Applicant Three
Current Goal:
Last login: 2/19/2010
Edit Profile
Highlights from USAJOBS
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? out the brand new Students page at http://www.usajobs.gov/stude From here you can find information on Governmentwide hiring progra students, entry level employment upon gradutation, and additional opportunities including apprenticeships, cooperatives, fellowships, g internships, and scholarships.
Saved Jobs
Saved Documents
Resumes
Job Search Agents
Application Status
Initial Application Date
Job Summary
Job Status
Last Application Update
Application Status
2/16/2010
AUDITOR (CONTRACT AUDIT)
Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966
Pay Plan: GS-0511/09
Location: US-VA-RADFORD
Active
2/19/2010
Application Received
more information...
Notification
Site Map
Contact Us
Help/FAQs
Employers
Privacy Act and Public Burden Information
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

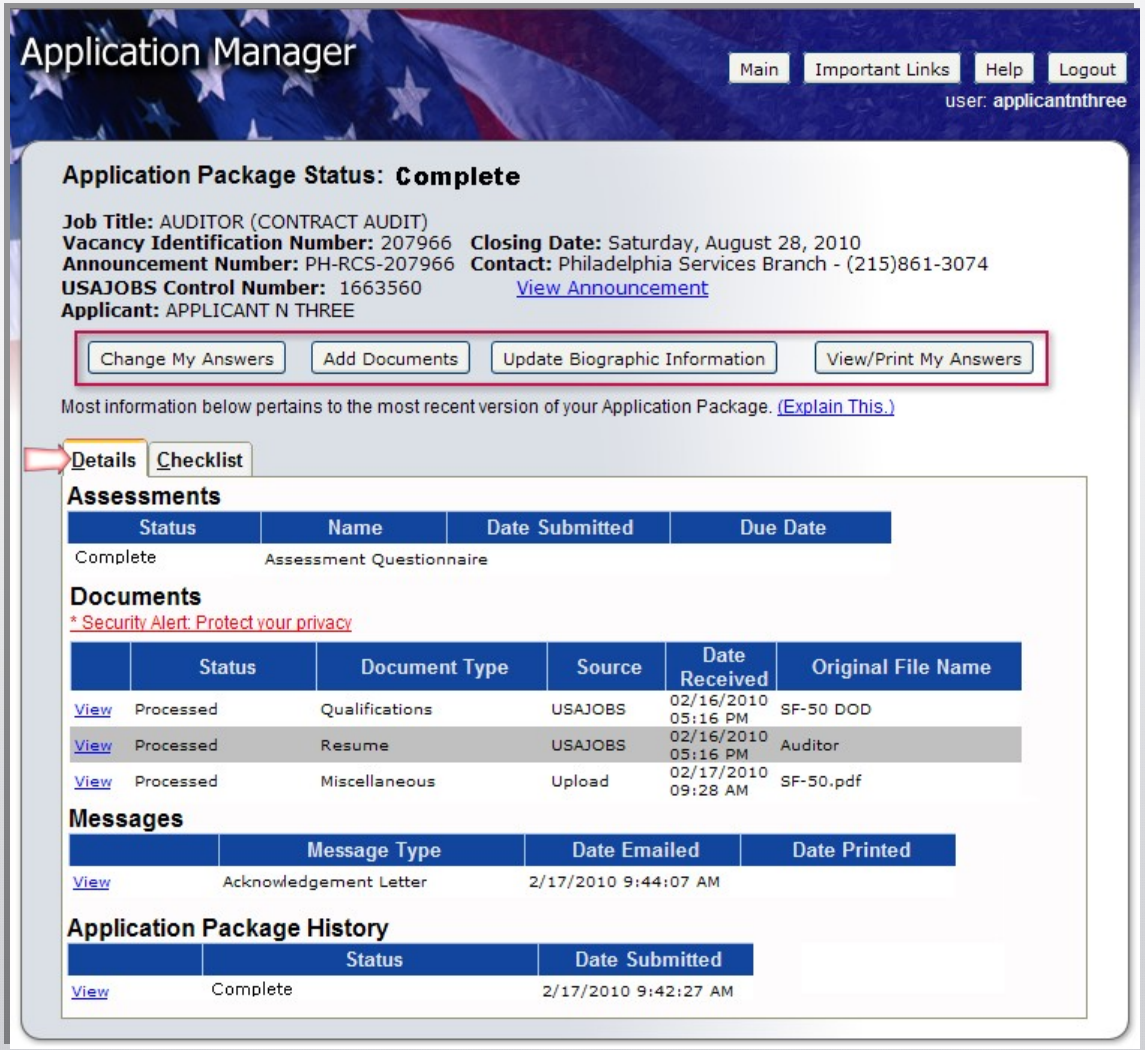


Details Page

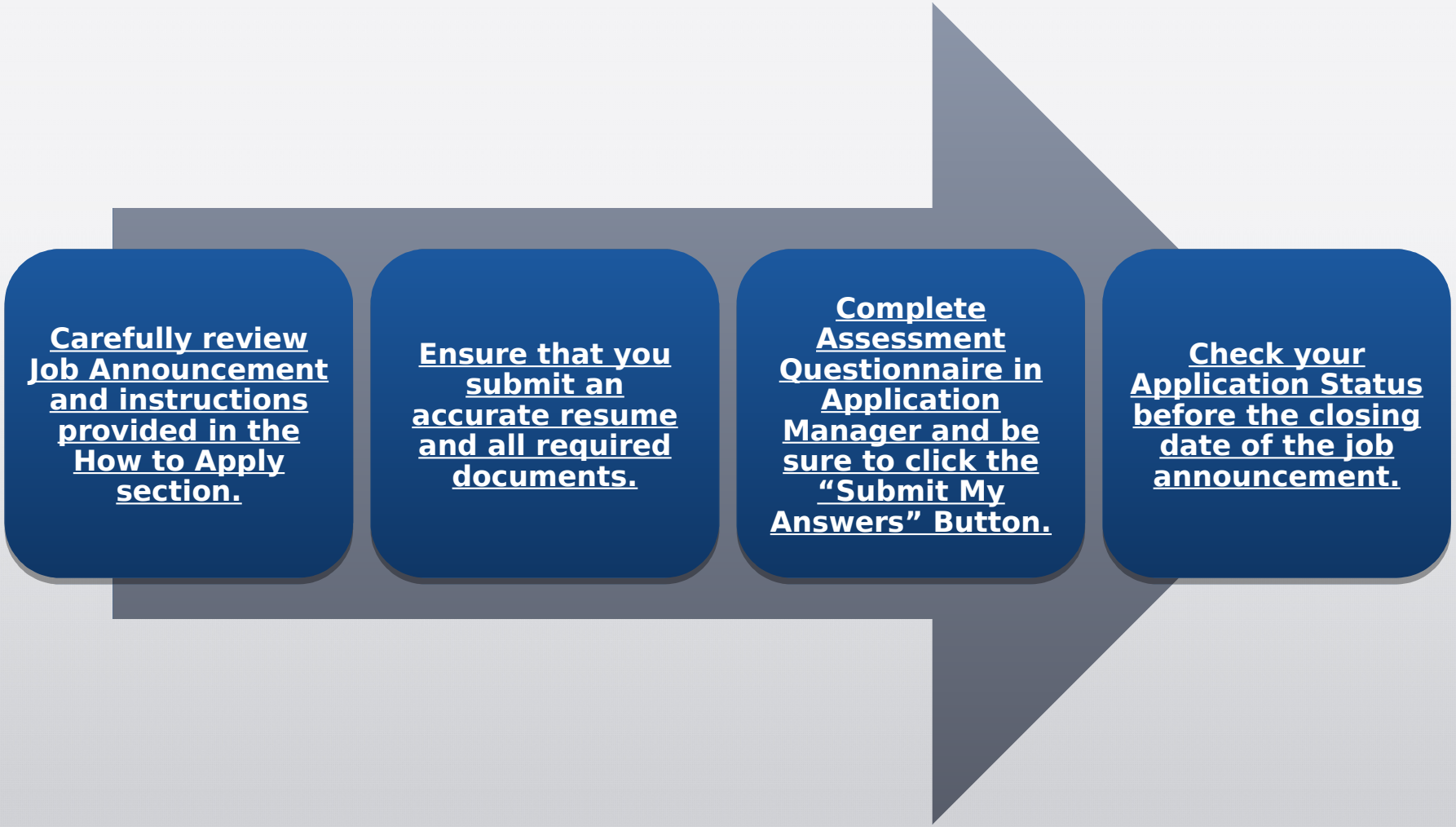
From the Details Page you can:

- View the Job Announcement
- Change your Answers*
- **Add Documents***
- Update Biographic Information
- View/Print Your Answers
- Review Status of your Assessment and Documents.
- View Messages sent by Hiring Agency
- View Application Package History

**** Changing and resubmitting Answers or adding documents is permitted during the open period only. Once the announcement is closed these features are no longer available.***

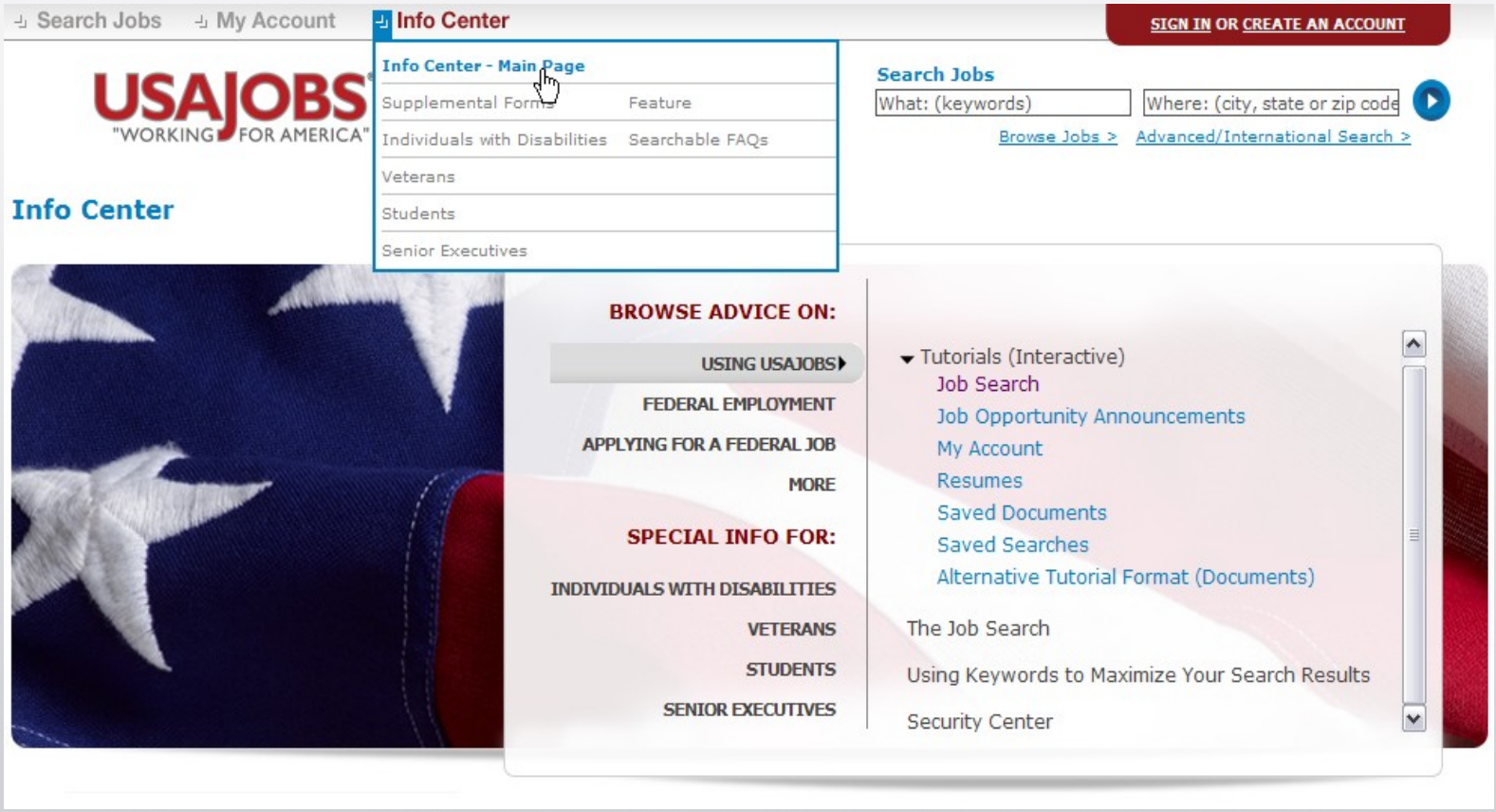


Remember…


Carefully review Job Announcement and instructions provided in the How to Apply section.
Ensure that you submit an accurate resume and all required documents.
Complete Assessment Questionnaire in Application Manager and be sure to click the "Submit My Answers" Button.
Check your Application Status before the closing date of the job announcement.

Helpful Information

You may visit USA Jobs Information Center. There, you can find tutorials for using different areas of USA Jobs and information about Federal Employment, applying for federal jobs, and job search, among others (This is now called the "Resource Center" on the website).



Human Resources Office Contact Information

CPT Lisa Sessions

(207) 430-6013

Lisa.sessions2.mil@mail.mil

?*?*?*Questions*?*?*?